

Nevada Department of Education
Request for In-Service Credit Pre-Approval

Instructions:

Please submit this application for in-service credit approval to the Department of Education **at least thirty (30) working days** prior to the beginning of the class. You may mail this form to the address listed. If the application is rejected, it will be returned with an explanation of deficiencies. When the credit(s) has been approved, the approval form will be returned to you. You may have to submit additional documentation at your next license renewal date. Find details about pre-approved credits for renewal in Guidelines and Requirements for License Renewal, Non-traditional Professional Development

Please mail this completed form to: James Kenyon
Nevada Department of Education 9890 S. Maryland Pkway
Las Vegas, Nevada 89183
jkenyon@doe.nv.gov

Name:			
Address			
Telephone:		Email:	
License #:		Expiration Date:	
License/Endorsement Area:			
Check Area:	1. Conference	2. Travel	3. Teaching
			4. Work
Explain briefly how this conference/travel/teaching assignment/work experience will relate to your licensure area and will enhance your professional growth.			

1. Credit for Attendance of Conference

Please provide a copy of the conference agenda with this request.

2. Credit for Travel

Please provide a copy of itinerary with this request.

3. Credit for Teaching (Limited to those with Master's or higher)

Please provide a letter of documentation from a department chair/supervisor at the college/university.

4. Credit for Employment (Limited to Secondary Occupational Licenses)

Please provide a letter of documentation from your employer.

Approved	Not Approved	# Credits	Signature
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